

Security Information

OCT 30 1952

MEMORANDUM FOR: Chief, Procurement and Supply Office  
Chief, General Services Office

SUBJECT : Transfer of Garage

1. Effective 10 November 1952 responsibilities enumerated below are transferred from the General Services Office to the [redacted] of the Procurement and Supply Office:

- a. Operation of the [redacted]
- b. Agency motor freight hauling.
- c. Receipt and preparation for use of new Agency vehicles.
- d. Delivery to port of official Agency vehicles going overseas.
- e. All automotive repair work in excess of first echelon maintenance, in accordance with paragraph 3 below.

2. Effective the same date the Motor Pool and Garage Division, General Services Office, is redesignated the Motor Pool Division, with the following assigned responsibilities:

- a. Dispatching of Agency passenger, mail, courier, reproduction, and classified-trash vehicles.
- b. Supervision of all chauffeurs and drivers operating the vehicles enumerated in 2a above.
- c. First echelon maintenance on those vehicles cited in 2a above, including washing, polishing, and cleaning of vehicles; tire pressure, refueling; checking oil; and reports to the [redacted] on repairs required.
- d. Making its vehicles available for servicing and maintenance in accordance with paragraph 3 below.

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